

REVIEW EMPLOYER ACCOUNTS/PAYMENT ACCOUNT SUMMARY

Introduction

This section of the document will show how an authorized user can search and review the payment account summary for the assigned employer accounts.

Step-by-Step Instructions:

1. Navigate to the payment home page using the instructions provided in the section – 'Navigating to payments'.
2. Click on the link 'Review Employer Accounts'. The following page will appear. Enter your search criteria and click on 'Search'.

Massachusetts Department of Workforce Development

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TPA Home

Account Maintenance

Employment and Wage Detail Reporting

Payment Information

- Download Payment Due File
- Cancel Payments
- Review Employer Accounts**
- Search Payments
- Payment Options

Searches

User Maintenance

Third Party Administrator

TPA ID: 100 TPA Name: XXXXXX

Search Employers

Employer Name:

Employer Account Number:

Employer Account Status:

Display Accounts With Amount Due Only: ☐

[Search](#) [Reset](#)

3. The following page will appear, displaying the employer accounts you searched for along with the payments due details for the current quarter and total amounts due. Click on the employer name to view additional details on the payments due and to view the quarterly account summary page.

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TPA ID: 100 TPA Name: XXXXXX

Search Employers

Employer Name:

Employer Account Number:

Employer Account Status:

Display Accounts With Amount Due Only: ☐

[Search](#) [Reset](#)

Review Assigned Employer Accounts

Employer Name	Employer Account Number	Employer Current Quarter/Month Amount Due	Employer Total Amount Due	Status
Employer	10004344	\$1,404.99	\$1,907.33	Active

[Home](#)

Clicking here will take you to the employer payment account summary

4. The payment account summary for the employer account will appear as shown below.

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Employer Home

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Benefit Charge Activities

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Employment and Wage Detail Reporting

Payment Information

Cancel Payments

Third Party Administrator

TPA ID: 100 TPA Name: XXXX

Employer Information

Employer Account Number: 100 Employer Name: Employer

Change Employer Leave Employer

Statement Period: Current Quarter 2009 Search

Account Summary Statement Period: October, November, December (Q4) 2009

- The statement below contains the transactions posted for the current quarter.
- Payments are applied according to the [Payment hierarchy](#).
- Prior quarter debt is carried forward to the current quarter.
- Payments made are applied to the current quarter/monthly amount due first.
- To review quarterly charges, view [Quarterly Summary](#).
- To Preview future interest charges, view [Interest Calculator](#).

Click here to view quarterly summary.

Click here to access Interest Calculator

Item	Amount
All Financial Transactions	
Outstanding Balance	\$810.38
Payments Received	\$208.04
UI Contributions	\$253.94
Other Charges	\$400.00
UIH Contributions	\$0.00
Interest	\$93.26
Penalties	\$100.00
Amount Due	\$1,449.54

Credits will be applied to future amounts due.

The clickable links here take the user to a new page where additional details on the item can be viewed.

Use the drop-down menu to choose a different year/quarter for which you wish to see the statement. Click 'Search'.

Viewing Quarterly Summary: The quarterly summary page can be viewed using the link shown in step 4. The page will appear as shown below. This provides a summary view of contributions, payments etc. due for chosen quarter only. The difference from the account summary statement is that it does not include balances due from previous quarters.

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Payment Account Summary

Search Payments

Request for 940 Certification

Request Payment Plan

User Maintenance

Employer Information

Employer Account Number: 100 Employer Name: Employer

Quarterly Calculations Search

Statement Period: October, November, December (Q4) 2009 Search

Quarterly Summary

Contributions, Charges, Penalties and Interest

	Amount Due	
	\$0.00	
Penalties	\$0.00	
Interest	\$0.00	

Balance Summary

	Quarterly/Monthly Total Amount	
	\$0.00	
Payment Applied	\$0.00	
Outstanding Balance	\$0.00	

Review your charges or payments via the links to the left.

Previous

Interest Calculator: The interest calculator can be accessed as shown in step 4. The page will appear as shown below. On this screen, the user will be able to calculate the interest due on all outstanding balances. (Interest cannot be calculated for a past/future quarter for which contribution calculations do not exist already).

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Payment Information

- Cancel Payments
- Payment Account Summary
- Search Payments
- Request for 940 Certification
- Request Payment Plan

User Maintenance

Employer Information

Employer Account Number: 1001

Future Calculation End Date:

Enter the future date up to which interest should be calculated and click 'Calculate' at the bottom.

The interest calculated for each quarter is displayed here.

Calculation Details - UI

Year	Month/Quarter	Program	Principal	Interest	Total
2009	Q1	UI	\$96	\$0.03	\$96.03
2009	Q2	UI	\$283	\$0.09	\$283.09
Total:					\$379.12

Calculation Details - WTF

Year	Month/Quarter	Program	Principal	Interest	Total
2009	Q1	WTF	\$60.00	\$0.02	\$60.02
2009	Q2	WTF	\$60.00	\$0.02	\$60.02
Total:					\$120.04

Program Totals

Total Penalties:	\$0.00
Unpaid Interest:	\$79.10
Program Total UI:	\$379.12
Program Total WTF:	\$120.04
Total Liability:	\$578.26

Total unpaid interest displayed here.

Our records indicate you have not submitted a employment and wage report for

Year	Quarters
2008	2,3,4

The information displayed does not include any potential penalties or future liabilities.

Make Payment Calculate